

Burke's

KATHERINE DELMAR BURKE SCHOOL

Family Handbook 2011-2012

Educate, Encourage and Empower Girls

The Family Handbook is a resource for parents and guardians about the daily operations and program at the Katherine Delmar Burke School. Please read it carefully as it is an important part of our partnership with you in providing the best possible educational experience for our students. We update the Family Handbook annually and supplement it with other publications and communications throughout the school year.

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MISSION

Burke's mission is to educate, encourage and empower girls. Our school combines academic excellence with an appreciation for childhood so that students thrive as learners, develop a strong sense of self, contribute to community, and fulfill their potential, now and throughout life.

Our Commitment. To fulfill its mission, Burke's commits to:

- Provide a rigorous and robust program, tailored especially for girls, that nurtures academic, artistic, physical, cultural, and social-emotional growth.
- Offer a vibrant and innovative learning environment that develops curiosity and creativity along with the collaboration, communication, and critical thinking skills needed to succeed in a complex world.
- Build a caring, diverse, and inclusive school community that values differences as well as similarities and fosters a sense of responsibility for oneself and others.
- Take a child-centered approach to learning that honors developmental stages, supports healthy relationships, promotes well-being, and recognizes the individuality of each girl.
- Create ongoing opportunities for girls to embrace challenge, take risks, learn from mistakes, cultivate leadership, advocate for themselves, and achieve their personal best.
- Sustain an inspiring faculty that is passionate about education.
- Partner with parents to support a reflective and joyful educational experience.
- Strive for continual improvement in a school-wide culture that celebrates meaningful tradition as a bridge from past to present to future.

NON-DISCRIMINATION POLICY

The Katherine Delmar Burke School admits students of any race, color, national or ethnic origin to all rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin or sexual orientation in administration of its educational policies, scholarship, athletic, or any other programs.

ATTENDANCE

Arriving on time and attending school regularly are essential for success in school and for maintaining the integrity of the classroom program.

- Burke's expects its students to arrive on time daily and to attend school every day except in the case of illness.
- Families should avoid unnecessary absences and tardiness in order to provide an optimal educational experience for their students. The school expects that families will limit non-health related absences to very special circumstances.
- Absences due to illness are excused. Absences for other reasons are excused at the discretion of the Division Director by prior consultation. Absences that have not been excused by the Division Director will be recorded as "Unexcused" on official student reports and transcripts.
- When an unavoidable absence is anticipated, it is important to notify the school as early as possible.
- When a student is going to be absent or expected to arrive late, please contact the school by 8:15 a.m. through e-mail at attendance@kdbs.org or by calling 415-751-0177.
- Families of absent students will be called unless prior notice has been given.
- Students not in Homeroom or Advisory by the start of school will be marked tardy and must sign in at the Main Office.

Illness. Please keep a child home for one day of normal temperature after she has been running a fever, and for the first few – most contagious – days of a heavy cold. In the case of flu, students should remain at home until well. (Advice on other contagious diseases should come from a pediatrician.) A child who has been vomiting should stay home for one day without vomiting before returning to school. To underscore the importance of these guidelines, teachers and/or staff members may call parents or guardians when it appears that a student has returned to school too soon after an illness.

Missed Academic Work. When absence is unavoidable due to protracted illness, the teacher(s) in consultation with the Division Director will determine whether and how much of the work missed needs to be made up.

In Upper School, we ask each student to take the responsibility to telephone her homework buddy for assignments. Families or a classmate may take home necessary materials from lockers. For Upper School absences of three days or more, parents or guardians should telephone the advisor or Division Director, who will help make the appropriate arrangements for making up missed work. Parents or guardians who wish to pick up missed assignments and necessary materials should contact the Division Director's administrative assistant to arrange for collection and picking it up.

Parent or Guardian Absence from Home. It is important that the school be notified well in advance if parents or guardians will be away and their child cared for by someone else. Please write the classroom teacher or advisor giving the dates when the child will be under someone else's care, including the name, address, and telephone number(s) of that person, including business hours and business telephone. If possible, provide a telephone number where you can be reached in an emergency and check to be sure that the child's emergency card lists alternative responsible adults to contact.

DAILY SCHEDULE

Morning

Campus Open, LS Court/Library supervision for K-8	7:30 a.m.
Upper School Begins (5-8)	8:15 a.m.
Lower School Warning Bell	8:25 a.m.
Lower School Begins (K-4)	8:30 a.m.

Regular Afternoon Dismissal

Kindergarten	2:15 p.m.
Grade 1	2:45 p.m.
Grade 2	3:00 p.m.
Grades 3 - 4	3:15 p.m.
Grades 5-8 (Upper School)	3:30 p.m.

Early Dismissal

Kindergarten	11:30 a.m.
Grade 1	11:45 a.m.
Grade 2	12:00 p.m.
Grades 3 - 4	12:15 p.m.
Grades 5-8 (Upper School)	12:30 p.m.

Please note that dismissal times for Grandparents' and Special Friends' Day will be published prior to that event. To ensure student safety and to be respectful of our neighbors, we require that all parents, guardians, and designated adults who come to and from Burke's comply with our drop-off, pick-up, and traffic regulations as stated below.

All students must leave campus ten minutes after dismissal unless they are involved in supervised activity. For Upper School students, the library is open most Mondays, Tuesdays and Thursdays for supervised studying or reading until 4 p.m.

STUDENT TRAVEL, TRAFFIC AND PARKING

Traffic Compliance Agreement. Burke's parents and guardians are required to read and sign the Traffic Compliance Agreement included in the summer mailing and copied in this handbook no later than September 1 of each year.

Drop-Off and Pick-Up Procedures. To provide for student safety and a smooth and quick drop-off and pick-up, we require all school families to comply with the procedures below.

- Students and adults crossing any street must use the crosswalks at all times.
- Students should walk onto campus using the walkway at the west gate.
- All vehicles must enter through the west gate.
- No cell phones should be used in any carpool, drop-off, or pick-up line.
- Drivers may not double-park in the cul-de-sac or on neighborhood streets or block the school driveway while waiting for the campus gates to open.
- **NO PARKING AT ANY TIME** on 32nd Avenue between California Street and El Camino del Mar.

Drop-Off. Drivers are to drop students off at the assisted drop-off zones in the cul-de-sac on California Street and may make U-turns **only** at the Lincoln Park steps. Between 7:50 a.m. and 8:30 a.m., students will be assisted from the cars by helpers. Please be aware that the heaviest traffic time is between 8:00 and 8:15 and plan accordingly. Do not block the crosswalk or intersection of 32nd Avenue and California Street.

Drivers are expected to prepare to unload as quickly as possible by having backpacks on student laps or on the car seat or floor (not in the trunk) and saying good-byes before crossing 32nd Avenue.

Drivers with children who need extra help or those needing to help children with large items must park and enter Burke's on foot through the West Gate. Please be sure to allow at least 15 minutes to find legal parking and walk to campus. As double-parking on all City of San Francisco streets is illegal.

Faculty, parents, and administrators who assist at drop-off will not be available for discussions. Drivers who wish to arrange for a discussion should call the school and leave a message for the teacher or administrator.

Pick-Up. Students may be dismissed directly to their parents, guardians, or designated driver or they may be given permission to go home alone. All cars in our pick-up lines are required to display clearly the family placard provided by the school. Drivers of cars without a placard will have to find a legal parking place off campus and walk to the school steps to pick up students. Unsupervised students may NOT be picked up at the bottom of the driveway or anywhere off campus within a five-block radius of the school.

Drivers more than 10 minutes late for pick-up are expected to find a legal parking spot and walk onto campus to get the student from Tree House Care or Study Hall. Any student not picked up within 10 minutes of her normal dismissal time will be sent to Tree House or Study Hall.

Adults who arrive between 3:30 p.m. and 5:00 p.m. should find a legal parking place off campus and walk up the west walkway to pick up students. If an athletic event is still in progress at 5:00 p.m., cars will be kept off campus until the event has concluded.

Grades K-2 are picked up at the top of the driveway at the campus steps. Adults picking up students in K-2 drive onto campus to pick up students at dismissal time but not before. Once dismissal has begun, drivers arriving before the students they are picking up will be required to circle. While waiting for students, drivers are required to stay in their cars so that they can keep the circle of cars moving smoothly. The Fire Department requires us to keep the portion of the driveway directly in front of the school steps clear of cars at all times unless a student is actively getting into a car.

Grades 3-8 are picked up in the cul-de-sac on California Street. We urge drivers to arrive on time but not before. Drivers who arrive before the students they are picking up are required to circle the block or park in a legal parking space. Drivers are permitted to stop in the cul-de-sac only for the student(s) to get into the car. U-turns are prohibited on California except in front of the Lincoln Park steps.

Tree House/ASEP/After School Study Hall/After School Sports pick-up at Main Office. Before 5 p.m., drivers must park legally off campus and walk to Reception. After 5 p.m. drivers may drive on campus and park in one of the two parking spaces available. Please depart as soon as possible to avoid blocking other vehicles. Adults who pick up students from Tree House, ASEP, and Study Hall must come to the Main Office to sign the student out. Lower school students must be signed out by an adult. Upper School students who walk, bike, or take the bus home are required to have a signed permission slip on file and are not permitted to wait for drivers within a five-block radius of the school. Upon departure, these students are required to sign themselves out at the reception desk. Upper School students participating in after-school sports will wait to be picked up by their parents or guardians in After-School Study Hall. If practices or games end at 5:45 p.m. or later, students will stay with their coach at the reception area until they are picked up.

Change of Plans for Pick-Up. All pick-up changes should be made and communicated to students BEFORE they leave for school. For Lower School students, please notify the teacher by hand-delivered note or, by 8:15 a.m., send an email to attendance@kdbs.org and copy your daughter's teacher. Unexpected changes in plans must be communicated to the school no later than 11:30 a.m. either by emailing attendance@kdbs.org or calling the main office. For an emergency change in plan after 11:30 a.m., please call the main office.

Cars on Campus. No cars are allowed on campus from 7:30 a.m. - 8:40 a.m. and 3:30 p.m. - 5:00 pm on school days. All drivers on campus should observe the 5-MPH speed limit and remain in their cars while awaiting students. Driving on any part of the field is forbidden. The Fire Department requires us to keep the portion of the driveway directly in front of the school steps clear of cars at all times. Drivers should abide by all posted signs and follow all instructions from school and/or safety and traffic personnel.

Parking on Campus. There is generally no parking on campus. The two parking spaces, one in front of each set of school entry columns, are available to drivers only for a brief delivery.

Neighborhood Parking. Burke's works to maintain positive and cooperative relationships with its neighbors. All drivers on neighborhood streets must be certain that their cars are not blocking driveways or general street access. In addition, the school uses its best efforts to discourage employees, and visitors (including parents and guardians) from parking on 32nd Avenue between California Street and El Camino Del Mar and on 31st Avenue between Sea View and California Street. This agreement is in effect year round.

Bicycles, Scooters and Skateboards. When students ride to school by bicycle, we suggest that they use the Lake Street bike lane. Students who ride bicycles, scooters and skateboards must wear helmets and protective clothing. Bikes, scooters and skateboards must be brought on campus through the west gate and should be locked in the bike racks outside the technology building. For the safety of all children, all riders must dismount at the California Street gate and proceed on foot as they continue through campus.

LUNCH AND SNACK

Lunch Service. A hot lunch, with salad and sandwich bar options, is provided for all students as part of tuition. Because there are students and adults in our community with life-threatening food allergies, the food served in the cafeteria does not contain nuts or nut-related products. Students should not be bringing lunch from home without prior approval from the appropriate Division Director, with permission granted only for children with special dietary needs. Glass containers of food and/or drink are prohibited. We are a nut-sensitive campus, making every effort to discourage any nut-related products.

Snack Service. The school provides a very simple daily snack, such as a piece of fruit for all students. If your child requires an additional snack, she may bring something from home, keeping in mind that all snacks should be free of nuts and nut-related products.

CAMPUS USE

Campus Hours. Burke's campus is open from 7:30 a.m. to 6:00 p.m. on school days. Summer hours are typically 9:00 a.m. to 3:00 p.m. No visitors are allowed on campus when school is closed unless for an official school function.

Security: Visitors' Sign-In / Out. All adults, including employees, parent volunteers and all other visitors arriving on campus, are required to sign in and out in the Main Office. All visitors are required to wear a Burke's name badge, obtained at the Main Office.

Library

Hours during school year:

Monday, Tuesday, Thursday	8:00 a.m. – 4:00 p.m.
Wednesday, Friday	8:00 a.m. – 3:00 p.m.

- The Library is also open between 7:30 and 8:00 a.m. most days for quiet study and reading. Students must sign out from the L.S. Court and sign in to the Library.
- Lower School students may use the Library after school with their families, or if in Extended Care, may with permission come to the Library to do homework.
- Upper School students may use the Library independently after school when the Library is open, normally until 4:00 p.m. on Monday, Tuesday and Thursday.
- Families may use the Library before and after school or by appointment. (Classes are often scheduled during the school day.)
- Parents and guardians may check out books from the Library, with library cards on file at the circulation desk for all.
- The Library publishes summer hours during which students and families may continue to use the school's library services.

School Entrance. All pedestrians and vehicles must enter campus at the west gate on California Street. Other school entrance may be used only in an emergency, or with school permission for deliveries. Climbing over the fence on 32nd Avenue is strictly prohibited.

Access to Classrooms After Dismissal. Students should take all necessary materials and books with them before leaving campus at the end of each day. The Upper School lockers will remain accessible until 6 p.m., but after classrooms are locked at the end of the school day, students will not have access to belongings left behind.

Dogs on Campus. Dogs are not allowed on campus. Exceptions include service animals and animals on campus for an approved event. Dogs must always be leashed.

Events on Campus. An Event Form must be filled out no less than two weeks prior for any event to be held on campus. The event form is available on the school website and through the Main Office and should be returned to the Assistant to the Head of School.

UNIFORMS

Uniform Code. Burke's Uniform Code is set by the school administration and faculty, in consultation with the Parents' Association. Parents should assist their daughters in following the guidelines. Students must have all the required and dress uniform items. In addition, students are expected to arrive on campus in uniform throughout the school year. Uniforms should always be clean and in good repair.

Lower School

Upper School

Required Uniform Items

- Green Plaid Jumper*
 - White Peter Pan blouse*, white long sleeved jersey blouse* or plain, white long sleeved turtleneck
 - White or forest green ankle or knee socks, sport socks or full-or capri-length tights
 - White and navy classic school Saddle Shoe (K-Swiss Classic or Cheerleader) or predominately white, leather lace-up athletic shoes with white laces (no high tops or Velcro, no patterned or squiggly laces)
 - Solid navy, green, or white shorts under the uniform (no stripes or logos on the shorts, Burke's Items shorts are okay)
- Navy blue, all around or kick pleated skirt* (to be worn no shorter than mid thigh)
 - White and navy midly blouse*
 - All white or navy blue knee or sport socks** or navy or white full or capri-length tights
 - Cross trainers or other athletic shoes designed to support lateral movement predominately white or navy blue (or other neutral color)***
 - Solid navy, green, or white shorts under uniform skirt, shorter than the skirt hem (no stripes or logos on the shorts, Burke's Items shorts are okay)

Optional Uniform Items

(not to be worn on Dress Uniform days unless in **bold**)

- **Forest green cardigan sweater***
 - Hunter green, white or navy Burke's logo sweatshirt*
 - Hunter green or navy fleece jacket*
 - Sweaters may have white monogram or name, not more than one inch in height, on left side of sweater
 - Navy leggings with navy socks
- **Navy blue v-neck*, cardigan*, or crew-neck Shetland sweater**
 - Burke's white or navy sweatshirt* or navy fleece jacket
 - Plain white or navy sweatshirt without logo or lettering
 - Plain all-white or all-navy turtleneck or t-shirt under midly- no writing of any kind on the t-shirt
 - Navy leggings

Headwear

- Bands or ribbons similar in size and style to Burke's Items headwear in green, blue or brown
 - No bandanas or patterned scarves. Hats may be worn during recess and P.E. periods
- Bands or narrow scarves in white or navy
 - No bandanas, or patterned scarves. Hats may be worn during recess and P.E. periods
 - Sweatshirt hoods may not be worn indoors

* Must be purchased through Dennis Uniform

** Available at Dennis Uniform for Upper School

*** Students may also wear sport-specific shoes according to current P.E. unit

No dangling earrings or more than one small necklace and no more than one small bracelet may be worn to school. Jewelry should be simple- not distracting to others. No unnatural hair color or adornment distracting to others is acceptable.

Dress Uniform. The dress uniform consists of all required items in bold and the optional sweater. Dress uniforms must be worn on Grandparents' and Special Friends Day, the Lower School Holiday Sing (for Lower School students), Pansy Day, Commencement and other announced events throughout the year.

Free Dress Days and Spirit Days. Girls must be prepared for physical education classes (with athletic shoes and suitable clothing) and are expected to wear clothing that is neither excessively revealing nor distracting. (Bare midriffs, spaghetti straps, high-heeled shoes and flip-flops, for example, are considered inappropriate for the school environment or for field trips.)

Cold Weather Gear For extra warmth, except on Dress Uniform days, students may wear solid navy blue pants or sweatpants under their school uniforms. (A white stripe on the pant leg is acceptable.)

“Casual Uniform Fridays” in Upper School. Fridays are "Casual Uniform" days in Upper School. Girls may wear Burke's T-shirts, Festival T-shirts, or plain navy or white T-shirts without their middies; out-of-uniform sweatshirts or fleeces; headbands and shorts (under skirts) in colors other than blue or white; and athletic shoes in colors other than predominantly white or navy blue. Dress uniform days are of course an exception.

PERSONAL ITEMS AND PROPERTY

Lost and Found. Please mark all clothing, books, and backpacks with the student's full name. Lost items are kept in a cabinet in the lunchroom for Lower School and outside the Upper School Director's office. **After one month, unmarked clothing is turned over to Used Uniforms for resale or donated to charity.** It is the student's responsibility to retrieve marked clothing, but parents and guardians are welcome to look through the lost and found items whenever they wish.

School Property. Families of students who use school-owned Alpha Smarts, Writers, and Recorders off campus will be responsible for replacing the item if lost, stolen or damaged beyond repair.

Personal technology devices. Cell phones and iPods may not be used by students during school hours and are not allowed on field trips unless students are told otherwise by a teacher or Division Director. Upper School students using cell phones after dismissal may do so only in the Upper School courtyard. Until eighth grade, students may bring laptops to school only with permission from the Division Director in consultation with the learning specialist. Kindles and other electronic readers may be used for reading only.

Toys. Students in grades K-4 are not allowed to bring toys on campus unless a teacher has requested them to do so because of a school project or event. (This includes key chains on backpacks since they can be misplaced and are a distraction.)

Umbrellas. Students in grades K-4 are not allowed to bring umbrellas on campus because of the space limitations for storing them safely. In rainy weather, we recommend that Lower School students wear raincoats with hoods.

COMMUNICATIONS

Communication between the school and families is essential. We ask parents to read all school communications thoroughly and to contact the teacher, Division Director, or other member of the Administrative team with any questions or concerns. We use e-mail and the internet as our primary means of communication and assume that all families have internet access.

Tuesday e-Notes. *Tuesday e-Notes* is our weekly newsletter, the main communications tool for parents and guardians; all families are responsible for reading *Tuesday e-Notes* completely each week. *Tuesday e-Notes* is e-mailed directly to families on Tuesday afternoons, and is also available on the password-protected portion of our website. *Tuesday e-Notes* includes all-school announcements, information on upcoming events, division level news and notifications, medical alerts, the school calendar for the coming week, as well as messages from the Head of School.

Website. General school information – including history, admissions, and curriculum overviews – is available on the school’s website at www.kdbs.org. *Tuesday e-Notes* and other items are password-protected. Each school adult has a personalized password. To obtain a log-in and password, contact the Main Office.

E-mail. Burke’s employees have individual e-mail accounts provided on the campus network. E-mail systems are maintained by the school in order to facilitate school business; therefore all messages sent, received, composed or stored on these systems are school property.

School Roster. The School Roster is prepared solely for the use of Burke’s families and staff. Under no condition should it be given to anyone outside the immediate school community or to any organization. Parents and guardians may not use the roster e-mail addresses for soliciting or any other non-school purpose. Any questions about family-to-family e-mail communication should be addressed to the Assistant to the Head of School.

Use of the School Name. It is the policy of the Board of Trustees that the name of the school, or any abbreviation (such as Burke’s etc.), cannot be used by any company or private person (for example, on an invitation) unless such use is related to an officially sponsored event or project approved by the Head of School with the copy approved by the school administration.

Communicating with Teachers and Staff. To leave a voicemail message for faculty, please call the Main Office or the voicemail system (415-751-0187). Teachers check voice messages daily on a schedule indicated in each teacher’s outgoing message. A directory of extensions and e-mail addresses for all school employees is available on the school website. Teachers are not reliably available to check e-mail or voicemail during the school day; in general, teachers and staff members will respond to e-mail and voicemail within 24-48 hours.

Communicating with Students. Parents and guardians are asked to leave messages for children only in the case of a genuine emergency. The Main Office will direct the message to the appropriate person. ONLY in an emergency can we interrupt school activities to contact a child. Similarly, ONLY in an emergency should a student ask to use the school telephone. Any item brought to school for a student during the day is to be delivered to the Main Office (Lower School) or Upper School administrative assistant, rather than to the classroom.

Parents' Association. The Parents' Association is open to all parents and guardians. Its Board consists of room parents and chairs of special committees. Elected annually, the Board ordinarily meets monthly. Meetings are open to all Burke's families. Committee Chairs are expected to attend all meetings. A list of all Parents' Association officers and committees is available on the Parents' Association section of the school website.

Whom to Call on Campus.

Absence/Tardiness	Elizabeth Coleman, ext. 200
Admissions	Renée Thompson, ext. 206 or Mary Jizmagian, ext. 221
After-School Program	Molly McCracken, ext. 232
Alumnae Relations	Lauren Becker, ext. 253
Annual Fund	Luis Hernandez, ext. 223
Athletics	Ashling Bryant, ext. 255
Calendar	Cathy Tritschler-Hall, ext. 204
Curriculum	Rebekah Wolman (Upper School), ext. 203 Donna Hamilton (Lower School), ext. 207
Development & Communications	Nancy Field, ext. 208
Emergency Preparedness	Jeanette Moore, ext. 209
Financial Assistance	Jeanette Moore, ext. 209
Health Records/Medication	Elizabeth Coleman, ext. 200
High School Counselor	Lisa Spengler, ext. 354
Lunch Program	Jeanette Moore, ext. 209
Parents' Association Events	Claire Devereux, ext. 217
Reenrollment	Renée Thompson, ext. 206
Tuesday e-Notes	Lauren Becker, ext. 253
Tuition	Jeanette Moore, ext. 209

Individual teachers should be contacted for information about a test, grade, behavior, or other matter regarding a particular student. The teacher is always the best person to speak to about classroom issues and ordinary business of the day-to-day classroom.

STUDENT CONDUCT, EXPECTATIONS AND CONDITIONS OF ENROLLMENT

The school works in partnership with its families. Families and school share responsibility for helping students learn how to behave individually and in communities. In addition, the school is responsible for creating a positive climate in which respect for individual and community helps all students grow, learn, and develop.

Conditions of Enrollment. The success of each student at Burke's is equally dependent upon the match between the student's needs and the school's program and family support for school policies and community expectations, including: attendance, prompt arrival with adequate preparation for the work of the day, and participation in the community life of the school. As a condition of student enrollment, Burke's families are expected to be active participants in the education of their daughters and to work hand-in-hand with Burke's professionals to support the student and the overall school policies and expectations. Although we will work closely with each family to assure their payments are timely, if the family's tuition account is past due, the school, in its sole discretion, may refuse to admit the student to class, or suspend or dismiss the student from the school.

Student Conduct and Integrity. The school strives to maintain a climate of honesty and trust. Honesty in all matters is assumed. Integrity is everyone's responsibility. We expect students to be truthful in all circumstances and to understand the importance of truthfulness. Teachers are expected to create a learning environment that promotes integrity with schoolwork and in everyday behavior. We teach that ethics are not situational and that dishonesty in any form is serious and warrants immediate attention.

Our goal is to help students gain facility and confidence in their abilities to deal with social relationships. We want them to be aware of social circumstances and clear about their limits in order to tell the difference

between tensions and conflicts that they can deal with themselves and those that call for adult intervention, and to grow in the capacity to take responsibility for their own actions. We expect students to observe school rules, be kind and respectful to others, and avoid acts of physical or relational aggression. Behavior that fails to meet these expectations receives adult intervention. The course of action is based on the specific circumstances involved. Failure to observe school rules over a period of time or a single major offense will always be brought to the family's attention and may be considered to warrant severe consequences, including suspension or expulsion. Further, the school is concerned with and will respond to any behavior, on or off campus, that reflects negatively on the school.

Possible interventions and consequences may include:

- Teacher discussion with the specific student(s) involved about the behavior or incident.
- Student-to-student discussions with adult facilitation.
- Small group discussions with those students directly involved, often including other resources such as the School Counselor and Division Director.
- Classroom discussions in forums such as class meetings. These discussions may include the Division Director and school counselor.
- Classroom accommodations such as changing seats, recomposing instructional groups, and time away from the group.
- Upper School notices, leading to detention.
- Conversations with families of an individual child.
- Joint meetings with the families of the students directly involved in a particular incident. These meetings may include the teacher(s), School Counselor, Division Director and, sometimes, the Head of School.
- Class and/or grade level meeting(s) of parents and guardians.
- In extreme circumstances such as cheating, plagiarism, unexcused absence from campus, theft, or any illegal act, such as possession of drugs or alcohol at school, a student may be suspended for a period of time or dismissed.

Upper School Notices. The Upper School uses “notices” as the primary means of communicating with students and parents about behavior expectations. In the Upper School, “notices” are used to notify the Division Director and advisors of a student’s lateness to class, lack of preparation, rudeness or disobedience, gum-chewing, being out of uniform, or other behavior that shows disrespect for school rules or the school community and its members. Students receiving two notices will discuss their behavior with the Division Director, and families will be notified. Students receiving three notices will be assigned to an after-school detention period to be held on Thursday afternoons, and their families will again be notified. “Noticeable” behavior that continues beyond a 2nd detention will result in a student-parent or guardian conference with the Upper School Division Director, and, if it persists, in suspension.

STUDENT USE OF TECHNOLOGY

Technology is an integral part of our educational program. Burke’s students and teachers have easy access to the Internet, and Burke’s does not install filtering devices, believing that students benefit from learning to be responsible and critical users of the Internet. The school counts on its families to support and extend student understanding of and adherence to responsible, safe, and meaningful use of the Internet. The school does not guarantee privacy of students using school computers; e-mail and patterns of Internet use can be read by our technology administrator.

Student Digital Citizenship Agreement. Burke’s underscores its commitment to upholding the principles of safe and equal access to the Internet to further sound educational goals. The school confirms its commitment to responsible use by asking that every student and her family read the following Student Digital Citizenship Agreement that outlines guidelines and expectations for student use of the Internet at school.

Burke's expects students to discuss these rules with their families and to understand that these rules are important for their own safety and the safety of others and that they promote courtesy and sharing. Internet access is a privilege and students can lose that privilege should they break these rules.

While at school, whether on the school's computers or on their own computers, students are expected to:

- Use the Internet for school-related work only. (Accessing discussion groups or personal e-mail or downloading inappropriate material is prohibited.)
- Be courteous and respectful. (Rudeness or use of the Internet to degrade others is prohibited.)
- Maintain their privacy and that of others. (Students may not give out their names, addresses, phone numbers, pictures or school information on the Internet, nor may they give out any of this information about anyone else.)
- Be themselves. (They may neither pretend to be somebody else nor act anonymously.)
- Be careful. (Refuse to meet in person someone they have met on-line.)
- Tell a parent, guardian or teacher about anything on the Internet that makes them feel uncomfortable. (Get help from an adult when necessary.)
- Share the network. (Neither use more time than needed on-line nor do anything to disrupt the work of others.)

Use of the Internet Outside of School. When using the Internet outside of school in ways that may impact the school community, students are expected to demonstrate the same courtesy and respect towards members of the community that they are expected to show at school. The school reserves the right to take disciplinary action in cases where out-of-school Internet use has an impact on the school community or learning environment.

Parent/Guardian Responsibility for Student Access to Internet. As students in grades 3-8 have independent access to the internet at school, the student and her parent(s)/guardian(s) must read, discuss, sign and return to school either the Upper School Digital Citizenship Agreement (which is distributed at the Upper School Digital Citizenship Discussions) or the Lower School Technology Pledge (which is included in the school's summer mailing).

CELEBRATIONS AND GIFT GIVING

There are many occasions on which the Burke's community gathers to celebrate. We ask for parent assistance in ensuring that all of these events are in keeping with our goal of providing an inclusive and welcoming environment for all students, parents, and faculty and staff.

Birthdays and Other Parties Outside of School. It is critically important that each girl feel welcomed and accepted at Burke's. We rely upon families to observe the following guidelines and to ask children to refrain from discussing invitations and parties unless an entire class is invited:

- An entire class, homeroom, or advisory group or fewer than half of the same should be invited to any party/special out-of-school event.
- Invitations should never be handed out at school.
- Gifts and/or party clothes should not be sent to school.
- Students may not be picked up in a group at school for parties.
- Parties should be held on weekends whenever possible.

Birthday Celebrations at School. As we strive to be a nut-sensitive school with a healthy approach to "treats," in the Lower School we will provide a special dessert at lunch one Friday each month to honor girls

who have a birthday that month. Please do not provide treats in celebration of your daughter's birthday. We celebrate June and summer birthdays in June.

In Upper School, students may bring birthday snacks to share with their advisory or class at recess. We encourage girls and parents to make healthy choices and to check with advisors to be sure all food allergies are taken into consideration. Burke's is a nut-sensitive campus and we ask that all snacks brought to campus are nut-free.

Halloween Parade and Costumes. The Halloween parade is a special event at Burke's with interested students and faculty welcome to dress in costume for the first part of the morning. We ask parents, guardians and students to avoid cultural, ethnic, and gender stereotypes when planning their costumes. Students should not wear face paint or hair dye. Parents and guardians are invited to view the Halloween parade each year. There is no change in the morning drop-off routine.

Lower School students are invited to wear their Halloween costumes to school on Halloween. We ask that the girls bring their full uniform in a bag so that they can change after our morning parade.

Upper School students who do not wish to wear a costume are welcome to wear free dress for the day. Girls wearing costumes will change into free dress after the whole school Halloween Parade and the Upper School Costume Contest. At that time, classes will resume as usual.

Other Holiday Celebrations. Class and advisory celebrations may only take place through faculty planning. Students may not organize such gift-giving plans as 'Secret Santa' and execute them on campus.

Gifts to Teachers. All teachers will receive a gift from the Parents' Association paid for by Parent Association dues. Parents should not feel that they need to give an additional gift.

STUDENT FUNDRAISING

Student Fundraising. At Burke's, student participation in school-sanctioned fundraising activities is encouraged. In general, our emphasis is on doing service rather than contributing money for special causes. Fundraising for outside organizations is prohibited unless it is part of a school-organized effort by grade or one sponsored by a school organization such as Youth Voice for Community Service. Students who are interested in external fundraising opportunities should give the relevant information to their classroom teachers, advisor, Division Director, or Youth Voice for consideration in our annual calendar of fundraising efforts. Students may not bring candy or other items to sell to their peers at school.

Upper School Bake Sales. The 8th grade holds 5 bake sales per year (one per advisory to raise money for their class gift, and one as a whole class to raise money for a particular cause, such as a natural disaster). Other grades may each hold one bake sale in support of a cause chosen by the whole class. Youth Voice may also hold two bake sales per year. Decisions about causes to be supported by bake sales will be made in keeping with our community service goals of serving the wider community and with consideration given to other projects already in place.

ACADEMIC PROGRAMS AND GUIDELINES

Class Sections. Burke's class sections are changed each year, and we strive to create groupings that are positive learning environments for all students. Class assignments are communicated to parents in the summer e-mailing. Upper School students are placed in grade-level advising groups of 10 to 12 students with an advisor. We ask families to refrain from requesting a specific teacher or advisor; parents who have concerns about class sections should contact the Division Director by the beginning of May.

Homework. The purpose of homework is to develop responsibility and to provide opportunities for practice in independent application of skills learned in the classroom, review, or research. The family's role is to provide a quiet place and adequate time for study. This may include scheduling family events so as to avoid conflict with students' school responsibilities. Adult assistance should be limited to occasional help with specific items of difficulty, unless the school and family together have developed a different strategy together.

Homework Guidelines – Lower School. We encourage girls to read for pleasure outside of school every day. This might include: reading silently or aloud, being read to by a fluent reader, or listening to an audio book. Reading materials might range from book to newspapers to interactive online stories. These reading experiences support the development of reading fluency, stamina, and vocabulary development.

Additional homework may be assigned.

In total, homework should take no more than:

- 20 minutes in grade 2
- 30 minutes in grade 3
- 40 minutes in grade 4

If your daughter requires more than the allotted time to complete an assignment, please contact her teacher.

Homework Guidelines – Upper School. Overall, homework on a given evening should require no longer than:

- 60 to 90 minutes in grades 5 - 6
- 2 hours in grades 7-8

Homework assigned on a given weekend, including 3-day weekends, should not exceed daily homework in quantity. We encourage students to keep track of the time they take to complete assignments. If, over a period of several days, a student seems to be spending far more or far less time than this, please contact her teacher, advisor or Division Director. With the exception of the occasional special project or assignment, we do not encourage a student to spend more time than indicated above doing homework.

Homework will not ordinarily be assigned during vacation periods. Occasionally upper school students will have long-term assignments that extend over vacations, but no assignment will be due on the day ending a vacation period. Days during which a significant number of students will be unable to do homework because of religious holidays or other events will be identified and designated 'no homework days.'

Students are expected to notify teachers when they are unable to meet deadlines for assignments. Teachers, working with the student, will determine the amount of time given to complete an overdue assignment. If the new due date has passed and the homework has not been completed, a permanent zero may be recorded for that assignment. Teachers will maintain communication with parents and guardians about chronically late work or unsatisfactory work, while also working with students to develop self-directed organization and academic independence.

Parent / Guardian Conferences. Conferences are a vital link between home and school, and therefore, we expect all families to familiarize themselves with our annual cycle of conferences. Specific days are set aside each year for conferences. Unless there are specific arrangements made between the parents/guardians and the school, we expect conferences to take place on these days. A conference that involves a team of teachers or outside specialists, for example, might require additional time and be scheduled on a day other than the regular parent/guardian conference day. We ask that parents or guardians meet together with the teachers and refrain from requesting separate conferences.

Conference dates are listed in the annual calendar on the website. In addition to these dates, conferences may be scheduled throughout the year at school or parent request to address concerns or needs that arise between the regular conference days.

Division Directors include information about format, scheduling, and other matters related to conferences in *Tuesday e-Notes* each year prior to the conference dates.

Report Cards. In order to ensure a written record of student progress and goals, each year all students receive three report cards, either mailed or delivered during a parent/guardian conference.

STUDENT SUPPORT SERVICES

The support services team includes:

- Two Lower School Learning Specialists
- An Upper School Learning Specialist
- An Upper School Study Skills Teacher
- Two Counselors, one for grades K-3 and one for grades 4-8
- A High School Counselor

Parents and guardians are urged to contact a member of this team to discuss their daughter's development or request assistance with a particular problem, as appropriate.

Learning Support. Sometimes children enroll at Burke's with significant learning differences already documented; more commonly these differences appear as the academic and social demands change with a child's age and development. While we do not specialize in serving students with significant learning differences, our Learning Center provides academic support to students with learning challenges or diagnosed learning differences. Burke's can serve girls who benefit from the academic challenges provided by our program and participate positively in the class as a whole, while maintaining a sense of themselves as competent learners.

Social-Emotional Support. On-campus counseling services are offered for a limited number of sessions and include crisis intervention, individual counseling, group counseling, and parent consultation. Appointments are available by student or counselor request, faculty or parent referral, or on a drop-in basis. If it is determined that a student might benefit from counseling services on an ongoing basis, parents/guardians will be contacted by the counselor.

While counseling sessions are confidential, there are certain issues which the counselor is required by law to report. If a situation involves physical/sexual abuse, or the student is perceived to be a danger to herself or others, the proper adult and/or Government agency will be notified. Additionally, school policy requires all mandated reporters, including the counselors, to inform the Division Director and Head of School of all reportable incidents. At the school's discretion and on an as-needed basis, other school personnel may be notified.

Outside Support. If, after consultation with the support services team, it is suspected that a student's learning or emotional well-being is significantly impacted by learning or social/emotional issues, then outside support/intervention such as a tutor or counselor may be helpful. Please note that any decision to engage an outside tutor should be made in collaboration with the school, and that outside tutors should maintain regular communication with a student's Burke's teacher(s) according to guidelines that will be provided when a student begins working with a tutor. It is also helpful for the school to have open lines of communication with outside counselors and parents in the case of social-emotional support. If it is determined that a student might benefit from counseling services on an ongoing basis, parents/guardians will be contacted by the counselor. For students receiving Financial Assistance, the school will assist the family in exploring available options, including defraying costs through specially designated school funds.

Standardized Testing. Burke's administers the Educational Records Bureau Comprehensive Testing Program (CTP 4) to grades 3 to 7 each spring. This is a standardized achievement test designed to measure verbal and quantitative aptitude and achievement. One make-up test day is scheduled to accommodate students who miss the CTP 4 testing because of illness. In addition, 7th graders take a practice Secondary School Admissions Test (SSAT) in the spring, and 8th graders take the SSAT in November.

In grades 4-8, we mail CTP 4 results to families in the fall for their information. The results mailed are those from the tests taken the prior spring each year. 7th and 8th grade families also receive their daughter's SSAT results, which are used in the high school admissions process. To assist families with standardized test results interpretation, the school mails explanatory material with the test results and invites parents and guardians to a training meeting after the mailing.

Graduation Requirements. Burke's students in grades 5-8 are required to take full-year courses in Humanities (English and History), Mathematics, Science, and Foreign Language or Study Skills, in addition to Physical Education and a combination of required and elective Arts classes. Summer work may be required to attain a minimum level of mastery of the material. In the case of foreign language, a student who has shown by the conclusion of grade 7 that she is unable to maintain satisfactory progress even with extra support will be required to take Study Skills instead. Eighth grade students must maintain a grade no lower than a D in each of their courses in order to receive a diploma. A student who fails a course in the first or second trimester will need to do additional work to bring her grade up to a D. A student who fails a course in the third trimester of 8th grade will not receive a diploma. In the case of incomplete work at the end of 8th grade, a student's diploma may be withheld until she completes the work in question.

High School Counseling. *Fit* is the focus of the High School counseling program at Burke's. Our graduates attend a range of public, parochial, and independent schools in the Bay Area as well as around the county. Under the guidance of our high school counselor, families and students work closely with the school on the transition from Burke's into high school. The high school search process formally begins in the spring of the 7th grade year. The first step in this process is the High School Information Evening for 7th grade families, when families learn in a general way what they will experience in the months ahead. 7th grade students and their parents or guardians then meet with the High School Counselor to receive more detailed information about the search and application process and to receive individual guidance. Additionally 7th grade students take a practice SSAT in the spring.

During the 8th grade year, students and their families visit high schools, hone their application lists, take the SSAT, and submit applications to a range of high schools. Throughout this period, families are guided collectively through the Monday Note, which is posted on the High School Counseling page of the school's website. Families seek individual guidance and support as needed throughout the process. As students are submitting their applications, the school prepares transcripts and the requisite letters of recommendation. In

March, high schools mail their decision letters. Students and their families, often with the consultation with the high school counselor, then determine at which school the student will enroll. As their time at Burke's comes to a close, the high school counselor continues to work with students and their families to ensure a smooth transition from Burke's to high school. The high school counselor maintains close relationships with high school admissions offices in order to advise families and students more effectively about elements of the match between student needs/ talents and high school opportunities; to understand and keep abreast of changes to programs and curriculum at high schools; and to track the progress of our graduates.

Outdoor Education. Outdoor education trips are considered part of the academic program. Participation is expected of all students in grades 3-8. Absences for reasons other than medical are only excused at the discretion of the Division Director and may be accompanied by alternative academic requirements.

Field Trips. Field Trips are announced by classroom or subject teachers, and are normally listed in *Tuesday e-Notes*. Each grade has a designated field line to call to find out whether students will be returning to school from a field trip late or on time. The numbers for these information lines are:

Kindergarten: 415-666-7840	
Grade 1: 415-666-7841	Grade 5: 415-666-7845
Grade 2: 415-666-7842	Grade 6: 415-666-7846
Grade 3: 415-666-7843	Grade 7: 415-666-7847
Grade 4: 415-666-7844	Grade 8: 415-666-7848

It is the parent/guardian/designated adult's (including a babysitter) responsibility to check the information line to find out if students will be late.

All field trip drivers are expected to adhere to the following guidelines.

- All drivers must complete and return required insurance/liability forms provided by the school office at the beginning of the school year in order to drive on a field trip. In no case, will a driver be allowed to drive on a school field trip if these forms have not been completed.
- In cases where there are problems with a driver's record, the driver will be contacted by the Business Office to inform him/her of the situation.
- Seat belts or car seats required by law must be provided for and used by all passengers in every vehicle used for the purpose of a school field trip. (Children aged 5 or weighing less than 60 lbs. must be in a car seat and in a rear seat if available.)
- No one may drive in place of the designated parent or guardian.
- Field trip drivers are expected to obey all driving law while driving on a school field trip.
- Drivers assist the teachers in providing discipline and supervision at all times – in the cars and at the trip's destination.
- Drivers should arrive at the front steps five minutes before each trip. Teachers will review rules with students and drivers, give each driver a list of students in each car pool and directions for the trip. Drivers may park in the driveway (FROM 8:40 A.M. - 1:45 P.M.). To avoid blocking delivery trucks or other vehicles, drivers should not arrive earlier or depart later than necessary. **At all times, the driveway in front of the steps must be clear.**
- Parents/guardians may not ask that their children be assigned to a specific car.
- Siblings may not attend field trips.
- No stops are to be made en route for snacks, unless planned before the trip by agreement of all drivers. Drivers may not provide snacks without teacher approval.
- Names of students who are discourteous or fail to cooperate with drivers, docents, or guides are to be given to the teachers.

- No alcoholic beverages may be present during a field trip.
- The last two cars should leave campus or the trip destination together if one car has engine trouble.
- Upon arrival at school, car pool drivers are required to stay with the girls who traveled in their car until all have been picked up by their families or received by a school employee.
- Cell phones are not to be used while driving with students in the car. They may be used for trip-related purposes if the car is stopped and in a safe place off the road.

AFTER-SCHOOL PROGRAMS

After-School Enrichment Program (ASEP). Enrichment classes are offered in semester sessions. These classes may include such offerings as karate, drama, ceramics, dance and introductory language. They require separate enrollment and fees. Details and registration forms are available on the school website before each semester begins.

Lower School Tree House/ Upper School After-School Study Hall. Extended care is available to all of Burke’s students between dismissal and 6 p.m. for an extra fee and with flexibility for pick-up time. The program for students in Kindergarten through 4th grade consists of supervised indoor and outdoor play. Upper School students attend After-School Study Hall. There is no Tree House for Kindergarten during the first week of school or for Lower School the afternoon of the Lower School Picnic, and no Tree House or Study Hall on Pansy Day, the last day of school. Families may fill out a registration form and purchase “blocks” of Extended Care time from the Director of After-School Programs. Students may be enrolled for set days or may ‘drop in’ for individual days. For drop-ins and any change in plans, families must notify the school receptionist of their daughter’s plans, preferably in writing and before 11:30 a.m.

Extended Care and Early Dismissal. On Lower School early dismissal days, Tree House is offered when there is a minimum enrollment of five students; sign-up sheets are distributed with *Tuesday e-Notes* at least two weeks prior to the early dismissal day. There is no After-School Study Hall for 5th – 8th grades on Upper School early dismissal days.

After-School Athletics. At Burke’s, we place great value on the physical, psychological, academic, and social benefits that middle-school girls gain from participation in athletics. Thus, the after-school sports program in the Upper School is organized to provide as many students as possible with opportunities to improve their skills, gain team experience, and compete in a variety of sports. For more information about the After-School Athletics Program, please see the After-School Athletics Handbook.

HEALTH AND WELLNESS

Health Records and Emergency Information. The State of California requires that all immunizations be completed before a child may attend school. Burke’s requires notification that the immunizations are complete and a current health/emergency card for each student must be on file. A copy of this card is kept in an emergency kit in each homeroom and accompanies students on field trips. It is crucial that all information contained therein, including emergency telephone numbers, is correct and up to date and that the school be informed of any changes in home, work, and emergency telephone numbers throughout the school year.

Medications for Students. Burke’s can store and administer students’ prescription medication only with a written note from the prescribing doctor that includes the dosage, timing, reason for the prescription, any directions for storage, and possible side effects and with a written note from the student’s parents authorizing a representative of the school to administer the medication. Over-the-counter medication must also be

accompanied by a parent note to the receptionist including instructions for administration. All medications are to be delivered to the reception desk. The receptionist will deliver them to the appropriate office where they will be kept under lock and key and administered according to the doctor's instructions. Upper School medications will be kept in the office of the Upper School Administrative Assistant, who will dispense the medication. Lower School medications will be kept in the main administration building and will be dispensed by the receptionist or an administrative assistant. Similarly, a doctor's note is required for any student who requires crutches or any other medical device.

Infectious or Communicable Conditions. Burke's places a high priority on the need to prevent the spread of chronic or acute communicable diseases that pose a serious health or safety risk to others in the school setting. The school intends to promote the health and safety of students, staff, and community, while assuring that no students or staff members are unnecessarily excluded from educational opportunities or employment. All families must advise the school immediately if your child is diagnosed with a contagious condition. Employees are expected to do the same. Families will be advised through *Tuesday e-Notes* or e-mail of the possibility of such exposure at school. The school respects the right to privacy of employees and students and will disclose the medical condition of an employee or student only to the extent necessary to minimize the health and safety risks to others. All cases involving such diseases will be handled on an on-going basis dependent upon the facts of the individual case and consistent with applicable laws.

Child Abuse. State law requires that we report any suspected instance of child abuse to Child Protective Services immediately by telephone and submitting a written report within 36 hours. Making such a report is mandatory and does not indicate knowledge on the part of the school that an actual case of abuse has occurred. It simply transfers responsibility for investigation to the appropriate governmental agency. Burke's will do whatever possible to support all members of the family within the school setting while investigation is taking place by the appropriate authorities.

Counseling Services and Reporting. While counseling sessions are confidential, there are certain issues which the counselor is required by law to report. If a situation involves suspected physical/sexual abuse, or the student is perceived to be a danger to herself or others, the proper adult and/or Government agency will be notified. Additionally, school policy requires all mandated reporters, including counselors, to inform the Division Director(s) and Head of School of all reportable incidents. At the school's discretion and on an as-needed basis, other school personnel may be notified.

Sexual Harassment. The school forbids all forms of sexual harassment of or by any adult or child. Sexually harassing conduct, be it physical or verbal, which may create a hostile environment, is absolutely prohibited in any form. Any member of the school community who has concerns about harassing behaviors should speak immediately with the Head of School.

Lice. Head lice are common among children and are not a health hazard or a sign of uncleanness. However, unattended lice can easily spread from one head to another. Therefore, the most effective course is treating lice thoroughly and carefully, once discovered, and rechecking to make sure the infestation has been treated completely. Please reassure your children that many children get lice and that it is not a sign of poor hygiene.

Parents and guardians are responsible for checking students and notifying the school immediately if lice or nits are found. When lice or nits are reported, the school will notify families through *Tuesday e-Notes* or e-mail that lice/nits have been found in a particular grade level. Burke's adheres to the recommendations of the *American Academy of Pediatrics* in not requiring students to remain home for cases of lice/nits. However, the school reserves the right to work with parents individually to ensure that treatment has been successful in order to prevent the spread of lice/nits. Burke's personnel will check a student who has had a reported case of lice/nits in our shared effort to eradicate the lice.

Successful treatment for lice requires determination and perseverance on the part of families. Once lice are detected, plan on spending one full day for initial treatment. Thereafter, expect to spend at least one hour daily for several weeks to ensure that the lice and nits are permanently eradicated.

EMERGENCY PREPAREDNESS

Emergency Operations Plan. Working with an outside professional, Burke’s has developed an Emergency Operations Plan, which is available for review in the main office. Most Burke’s employees are familiar with the plan and have been trained in CPR and first aid.

Emergency Supplies. The school maintains a 3 day supply of water, nutrition, basic first aid and other essentials sufficient for all students and faculty. In addition, each homeroom has an emergency backpack containing a first-aid kit and instructions, Mylar blankets, and a copy of each student’s emergency card.

Fire and Earthquake Drills. The school conducts monthly fire drills and regular earth quake drills.

Emergency Communication. Burke’s subscribes to ParentReach, an emergency notifications service. In the event of an emergency this service allows us to contact our families and staff immediately. In an emergency, a Burke’s staff member will call into the ParentReach system to record an informational message. All home, cell and work phones have been stored in the system and will be called immediately once the message has been recorded. If your line is busy, or your phone rings but you don’t answer, ParentReach will retry every three minutes up to a maximum of ten times. The system will consider the message delivered when it connects to you live or to your answering machine or other recording device.

You will recognize this call as coming from Burke’s by our school’s caller id: 415-751-0177. When you see this caller id and answer your phone, please say “hello” and then remain silent for a second or two. The system will begin delivering the message if it hears a response and then a one- or two-second silence. If your answering machine picks up, the system will wait for the end of your outgoing announcement, and then after a second or two of silence will begin delivering our message to be recorded on your machine.

The message can be replayed by pressing the pound sign (#) while the message is being delivered. If you miss the message entirely, you can call the ParentReach Notifications Hotline to replay it. The hotline will play the last notification that was sent that day. Messages are cleared from the system at midnight EST. To reach the hotline, call 770-406-5581, and, when prompted, enter the school’s four digit site identifier: **2993**. The message is available on the Hotline five minutes after the initial broadcast and updates every five minutes in the event that updates are sent throughout the day.

It is important to remember to contact the school when any of your contact information has changed. Since the emergency contact list includes home, work and cell phone numbers, you should expect to receive multiple messages. You will also receive a text message if you have text capabilities on your cell phone.

In the event of a natural disaster that disrupts public services:

- Students on the way to school should proceed to school. Students on the way home should proceed home.
- All students at school will remain until information is made public by radio that it is safe for students to go home by regular transportation, or an adult arrives to take responsibility for the student.
- Once it is safe to do so, students will be moved to the front field in class groups under teacher supervision. Injured students will be given first aid in the lunchroom or in the lower school court. The front gate will be open for emergency vehicles and pedestrian traffic. Supervised checkout will be set up inside the gate to keep a log of each leaving student, time of departure, and with whom the child

left. If a student needs immediate medical attention, transportation to a medical facility will be arranged as soon as possible and the destination recorded.

- The school makes provision for minimal care of students at school until all students have left campus.

Parent / Guardian Responsibilities in Emergencies. The school should be notified of change of any information on a child's emergency card. In the event of an emergency, families should refrain from calling the school. Telephones may be needed to call out. If a parent/guardian is able to come to the school, s/he must walk on campus and check any child collected out at the checkout site. Only the west gate on California Street may be used. Only an adult listed on the child's emergency card is permitted to pick up the child.

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TRAFFIC COMPLIANCE AGREEMENT 2011-2012

Please sign and return to the school office no later than September 1, 2011.

I understand the seriousness of these expectations and agree to follow the school's procedures and comply with the City of San Francisco parking and traffic regulations while driving on school neighborhood streets and on campus. If I am a parent or guardian I understand that it is my responsibility to inform others who drive my daughter(s) of the school's expectations and procedures.

Driver: _____ Date: _____
(PRINT NAME) (SIGNATURE)

Driver: _____ Date: _____
(PRINT NAME) (SIGNATURE)

License plate number(s): _____

I do not drive to school to drop off or pick up my child: _____ Date: _____
(INITIAL)

Student(s) Name(s) & Grade(s): _____
(PRINT)

For drivers who are not parents or guardians, a parent or guardian signature is required.

Parent/Guardian: _____ Date: _____
(PRINT NAME) (SIGNATURE)

